

Advanced Search – Search Tab

Core: Note: Contains Fuzzy - Use the fuzzy operator to expand searches to include words that are spelled similarly to the specified term. This type of expansion is helpful for finding more accurate results when there are frequent misspellings in your document set or if you're not sure how something is spelled.

Subject: Pembroke

Core

Search terms

+

-

Subject

▼

Contains (exact) ▼

Pembroke

Basic Search

Scope

Sort

Tags

Misc.

Search

Reset

Forward

Export

Print

Last 6 months ▼

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<input type="checkbox"/>	Type	From	Subject	Recipients	Date	Mailbox	Folder
<input type="checkbox"/>		<retain@lccountymt.gov>	Forwarded email from Art Pembroke	Ellen Bell	16-Apr-2014 09:02	EBELL	Retain

Sender Display: Pembroke

Core

Search terms

+

-

Sender (display)

▼

Contains (exact) ▼

Pembroke

Basic Search

Scope

Sort

Tags

Misc.

Search

Reset

Forward

Export

Print

Last 6 months ▼

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<input type="checkbox"/>	Type	From	Subject	Recipients	Date	Mailbox	Folder
<input type="checkbox"/>		Art Pembroke	GroupWise Mailbox Size Limits	!County Building Maintenance +	22-Aug-2014 08:27	EBELL	Retain
<input type="checkbox"/>		Art Pembroke	Re: Annual Leave Request	Ellen Bell	22-Aug-2014 09:18	EBELL	Ellen
<input type="checkbox"/>		Art Pembroke	Re: Sans Security Training	Ellen Bell	14-Aug-2014 08:30	EBELL	Mailbox
<input type="checkbox"/>		Art Pembroke <apembroke@lccountymt.gov>	Re: Appointment on Friday	Ellen Bell	14-Aug-2014 16:00	EBELL	Ellen
<input type="checkbox"/>		Art Pembroke	Re: Lunch adjustment	Ellen Bell	11-Aug-2014 08:38	EBELL	Ellen
<input type="checkbox"/>		Art Pembroke	Re: City of Helena/Lewis & Clark County	Ellen Bell	08-Aug-2014 10:59	EBELL	SANS
<input type="checkbox"/>		Art Pembroke <noreply@securingthehuman.o	Security Awareness training has been ass	Art Pembroke +	08-Aug-2014 15:20	EBELL	SANS
<input type="checkbox"/>		Art Pembroke <noreply@securingthehuman.o	Welcome to your Security Awareness Train	Art Pembroke +	07-Aug-2014 10:09	EBELL	SANS
<input type="checkbox"/>		Art Pembroke	Re: SANS Securing the Human - City of He	Deployment Manager +	06-Aug-2014 11:09	EBELL	SANS

Sender Display: Pembroke OR DesRosier

Core

Search terms

Sender (display)

Contains (exact)

Pembroke || DesRosier

Basic Search

Scope

Sort

Tags

Misc.

Search

Reset

	Type	From	Subject	Recipients	Date	Mailbox	Folder
<input type="checkbox"/>		Art Pembroke	GroupWise Mailbox Size Limits	!County Building Maintenance +	22-Aug-2014 08:27	EBELL	Retain
<input type="checkbox"/>		Art Pembroke	Re: Annual Leave Request	Ellen Bell	22-Aug-2014 09:18	EBELL	Ellen
<input type="checkbox"/>		Kari DesRosier	August edition of Spark16 Healthletter	Robert Kinyon +	15-Aug-2014 12:00	EBELL	Mailbox
<input type="checkbox"/>		Art Pembroke	Re: Sans Security Training	Ellen Bell	14-Aug-2014 08:30	EBELL	Mailbox
<input type="checkbox"/>		Art Pembroke <apembroke@lccountymt.gov>	Re: Appointment on Friday	Ellen Bell	14-Aug-2014 16:00	EBELL	Ellen
<input type="checkbox"/>		Art Pembroke	Re: Lunch adjustment	Ellen Bell	11-Aug-2014 08:38	EBELL	Ellen
<input type="checkbox"/>		Art Pembroke	Re: City of Helena/Lewis & Clark County	Ellen Bell	08-Aug-2014 10:59	EBELL	SANS
<input type="checkbox"/>		Art Pembroke <noreply@securingthehuman.o	Security Awareness training has been ass	Art Pembroke +	08-Aug-2014 15:20	EBELL	SANS
<input type="checkbox"/>		Art Pembroke <noreply@securingthehuman.o	Welcome to your Security Awareness Train	Art Pembroke +	07-Aug-2014 10:09	EBELL	SANS

Attachment Name: SMART

Core

Search terms

Attachment Name

Contains (exact)

SMART

Basic Search

Scope

Sort

Tags

Misc.

Search

Reset

	Type	From	Subject	Recipients	Date	Mailbox	Folder
<input type="checkbox"/>		"Liz Cunningham (T.E.S.T., Inc.)" <liz@t	SMART Meeting Pro Reference Guide	Ellen Bell	13-Aug-2014 22:10	EBELL	Mailbox

Attachment was named: SMART Meeting Pro Reference Gu

Message

Properties



From: "Liz Cunningham (T.E.S.T., Inc.)" <liz@testkids.com> <liz@testkids.com>

13-Aug-2014 22:10

To: Ellen Bell <ebell@lccountymt.gov>

Subject: SMART Meeting Pro Reference Guide

INTERNET (1757 bytes)

[Open] [Save]

MESSAGE HTML (2312 bytes)

[Open] [Save]

Attachments: MESSAGE TEXT (292 bytes)

[Open] [Save]

Mime.822 (5979893 bytes)

[Open] [Save]

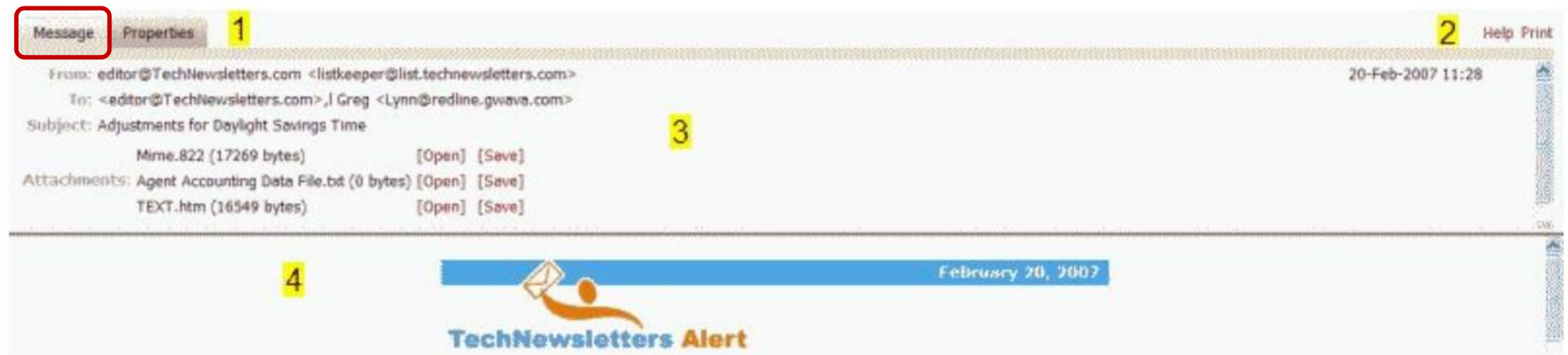
SMART Meeting Pro Reference Gu (4365840 bytes) [Open] [Save]


Reference Guide



Viewing Messages

When you select a particular message to view, the following page is displayed:

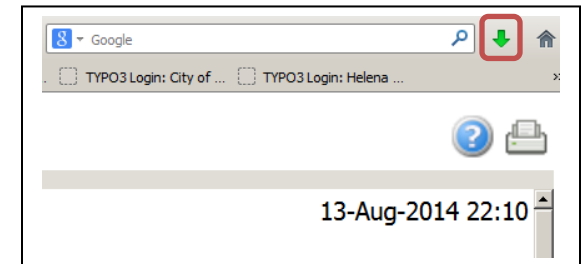
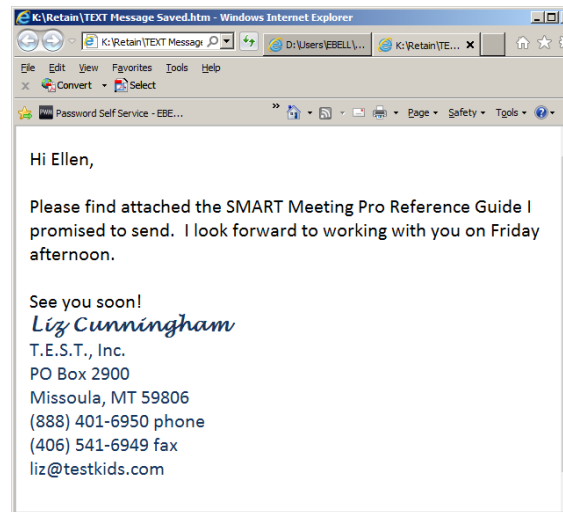
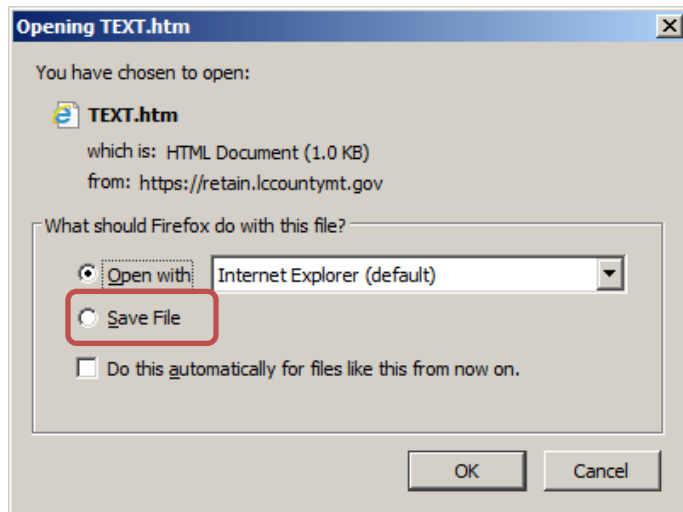


1. Page selector - you can click on the "Messages and Properties" tabs to toggle between these two views. The results will be displayed in the content frame (#4, below).
2. You can click on  to print the page.
3. You can view the basic message headers (to, from, subject, etc) and the list of attachments and forwarded messages here. Next to the attachments, OPEN and SAVE links appear.
 - The SAVE link allows you to save the attachment to your local computer.
 - The OPEN selection attempts to view the message in the browser. This works well for text, PDFs, and IMAGES - items that the browser knows how to display. For other items, it will simply function like the SAVE link.
4. The content area is where the Message text, attachment contents, or Properties are displayed, depending on your selection.

Message Contents

The message contents will automatically be displayed when you click on the Message tab. Retain automatically displays the original body text or HTML. You can of course switch between the text and HTML views by clicking on the OPEN link next to the appropriate attachment.

If you select Save rather than open – you will get this screen. If you Save File, then it will download and you can click on the green arrow to open it and then do a file Save As to a location of your choice.



Property Examples from two different messages

Properties

The Properties tab displays information about the stored message, including

- What type of message is it (Mail, Appointment, etc.).
- Was the message incoming, outgoing, etc.
- The owner of the message.
- When it was created, delivered, stored, etc.
- Begin/End Dates if the message is an appointment or task.
- The location in the user's mailbox.
- Properties such as the priority, Place, etc.

Message

Properties

Core

Item Type: Mail
Box Type: Received
Owner UID: B1DFE0F0-0218-0000-8633-BA7B063E6642
Parent Node: 1116481
Read: yes
Indexing [EMail fully indexed.]
Created: 13-Aug-2014 22:10
Delivered: 13-Aug-2014 22:11
Stored: 19-Aug-2014 19:00
Tags (none)
Path: [Find](#)

Additional Properties

internet: true
status: forwarded,opened,read,replied
abSystem: gw
postoffice: CCBPO
domain: LCDOMAIN
emailSystem: gw

Message

Properties

Core

Item Type: Mail
Box Type: Received
Owner UID: B1DFE0F0-0218-0000-8633-BA7B063E6642
Parent Node: 940622
Read: yes
Indexing [EMail fully indexed.]
Created: 08-Jul-2014 16:12
Delivered: 08-Jul-2014 16:12
Stored: 14-Jul-2014 19:00
Tags (none)
Path: [Find](#)

Additional Properties

emailSystem: gw
domain: LCDOMAIN
senderUUID: D37986C0-167D-0000-8D7C-5A98862ED1C6
postoffice: CCBPO
categories: Follow-up
abSystem: gw
internet: false
status: opened,read

Recipient: Pembroke

Core

Search terms

+ Recipient ▾

Contains (exact) ▾

Pembroke

Basic Search

Scope

Sort

Tags

Misc.

Search Reset

Forward PDF Export Print Last 6 months < Previous Next >

Type	From	Subject	Recipients	Date	Mailbox	Folder
<input type="checkbox"/>	Steve Larson	Re: GroupWise Mailbox Size Limits	!County Building Maintenance +	22-Aug-2014 08:33	EBELL	Retain
<input type="checkbox"/>	Gina White	Retain remote access URL	Art Pembroke +	19-Aug-2014 10:03	EBELL	Retain
<input type="checkbox"/>	Kari DesRosier	August edition of Spark16 Healthletter	Sharon Davis +	15-Aug-2014 12:00	EBELL	Mailbox
<input type="checkbox"/>	Ellen Bell	City of Helena/Lewis & Clark County	Art Pembroke +	08-Aug-2014 10:57	EBELL	SANS
<input type="checkbox"/>	Ellen Bell	Fwd: City of Helena/Lewis & Clark County	Art Pembroke	08-Aug-2014 11:00	EBELL	SANS
<input type="checkbox"/>	Art Pembroke <noreply@securingthehuman.o	Security Awareness training has been ass	Art Pembroke +	08-Aug-2014 15:20	EBELL	SANS
<input type="checkbox"/>	Art Pembroke <noreply@securingthehuman.o	Welcome to your Security Awareness Train	Art Pembroke +	07-Aug-2014 10:09	EBELL	SANS
<input type="checkbox"/>	Troy Sampson	NOTICE: Building Closed Saturday 8/9/14	Gery Carpenter +	31-Jul-2014 21:04	EBELL	Mailbox
<input type="checkbox"/>	Ellen Bell	Art Pembroke	Art Pembroke	24-Jul-	EBELL	Sent

Click on Recipients + to see limited list of recipients; Click on From or Subject to open message and see all recipients.

Recipient: Rebo OR Rankin

Core

Search terms

+ Recipient ▾

Contains (exact) ▾

Rebo || Rankin

Basic Search

Scope

Sort

Tags

Misc.

Search Reset

Forward PDF Export Print Last 6 months < Previous Next >

Type	From	Subject	Recipients	Date	Mailbox	Folder
<input type="checkbox"/>	Kari DesRosier	August edition of Spark16 Healthletter	Andrew Blythe +	15-Aug-2014 12:00	EBELL	Mailbox
<input type="checkbox"/>	Troy Sampson	NOTICE: Building Closed Saturday 8/9/14	Carrie Hahn +	31-Jul-2014 21:04	EBELL	Mailbox
<input type="checkbox"/>	Ellen Bell	Re: New Hires - Lewis and Clark County	Heather Rankin	24-Jul-2014 07:14	EBELL	Sent Items
<input type="checkbox"/>	Ellen Bell	Re: New Hires - Lewis and Clark County (Heather Rankin	23-Jul-2014 12:52	EBELL	Sent Items
<input type="checkbox"/>	Kari DesRosier	Important news about the Employee Assist	Andrew Blythe +	02-Jul-2014 12:19	EBELL	Mailbox
<input type="checkbox"/>	Art Pembroke	Re: Scheduling Request II	Chris Sinrud +	07-May-2014 10:03	EBELL	Ellen
<input type="checkbox"/>	Kari DesRosier	Commuter Challenge Update	Andrew Blythe +	25-Apr-2014 13:17	EBELL	Mailbox
<input type="checkbox"/>	Ellen Bell	Proof of 2014 County Phone Directory	Janet Cerovski +	22-Apr-2014 10:28	EBELL	2014 Directory
<input type="checkbox"/>	Troy Sampson	EMPLOYEE PARKING RAMP CARDS	Carrie Hahn +	11-Apr-2014 14:59	EBELL	Mailbox
<input type="checkbox"/>	Kari DesRosier	Wellness--What's Coming Up?	Andrew Blythe +	09-Apr-2014 11:12	EBELL	Mailbox
<input type="checkbox"/>	Kari DesRosier	Screening deadline very near ~ Follow-up	Andrew Blythe +	03-Apr-2014 16:05	EBELL	Mailbox

Recipient: Rankin AND Rebo

Core

Search terms

Basic Search

Scope

Sort

Tags

Misc.

Search Reset

Forward

Export

Print

Last 6 months

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	Type	From	Subject	Recipients	Date	Mailbox	Folder
<input type="checkbox"/>		Kari DesRosier	August edition of Spark16 Healthletter	Kari DesRosier +	15-Aug-2014 12:00	EBELL	Mailbox

Category: follow up or urgent

Core

Search terms

Basic Search

Scope

Sort

Tags

Misc.

Search Reset

Forward

PDF Export

Print

Last 6 months

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	Type	From	Subject	Recipients	Date	Mailbox	Folder
<input type="checkbox"/>		HelpDesk <helpdesk@co.lewis-clark.mt.us>	{TID:13624} Ticket # 13624 - New Employee	Tony Manicke +	10-Jul-2014 07:07	EBELL	Mailbox
<input type="checkbox"/>		Sarah Elkins	Training in one week!	Ellen Bell	08-Jul-2014 16:12	EBELL	Mailbox
<input type="checkbox"/>		Judy Siler	Re: Minutes and website links	countyweb.CCBPO.LCDOMAIN@lccou	09-Jun-2014 10:08	EBELL	Ellen
<input type="checkbox"/>		Adobe Connect Events <admin@adobeconnect>	Webinar Strategies Based on the Latest R	Do-Not-Reply@adobeconnect.com	30-May-2014 07:44	EBELL	Mailbox
<input type="checkbox"/>		Shobit Khanna <GoToWebinar.Notifications>	Confirmation: "What Leaders Do to Rock O	Ellen Bell +	30-May-2014 07:46	EBELL	Mailbox
<input type="checkbox"/>		<eseminars@adobe.com>	Confirmation - Adobe eSeminar 06/17/2014	eseminars@adobe.com +	28-May-2014 13:20	EBELL	Adobe
<input type="checkbox"/>		<eseminars@adobe.com>	Confirmation - Adobe eSeminar 07/22/2014	eseminars@adobe.com +	28-May-2014 13:24	EBELL	Adobe
<input type="checkbox"/>		Chris Sinrud	Re: Did you make an archive CD for BOCC?	Ellen Bell +	23-May-2014 07:39	EBELL	Mailbox
<input type="checkbox"/>					22-May-		

If I assigned a category to an email before it was archived, I can search on that category.

Message Contents: Desktop

Core

Search terms

Message Contents

Contains (exact)

Desktop

Basic Search

Scope

Sort

Tags

Misc.

Search

Reset

Forward PDF Export Print Last 6 months < Previous Next >

	Type	From	Subject	Recipients	Date	Mailbox	Folder
<input type="checkbox"/>		"Liz Cunningham (T.E.S.T., Inc.)" <liz@t	SMART Meeting Pro Reference Guide	Ellen Bell	13-Aug-2014 22:10	EBELL	Mailbox
<input type="checkbox"/>		Ellen Bell	Activity Log - Ellen Bell.xlsx	Art Pembroke	24-Jul-2014 16:58	EBELL	Sent Items
<input type="checkbox"/>		Ellen Bell	GroupWise Questions	George Thebarga	22-Jul-2014 16:01	EBELL	Sent Items
<input type="checkbox"/>		Art Pembroke	Virtual Desktop Rollout	Chris Sinrud +	18-Jul-2014 14:38	EBELL	Mailbox
<input type="checkbox"/>		Ellen Bell	Re: Virtual Desktop Rollout	Art Pembroke	18-Jul-2014 14:45	EBELL	Sent Items
<input type="checkbox"/>		Ellen Bell	Functions and Goals	Art Pembroke	29-Apr-2014 15:35	EBELL	Ellen
<input type="checkbox"/>		Andrea Keno <Andrea_Keno@SHI.com>	RE: Fwd: Important Notice: Adobe TLP, CL	Bernie Miles	21-Apr-2014 14:40	EBELL	RE: Fwd: Important Notice: Adobe TLP, CLP license change
<input type="checkbox"/>		"Adobe Systems" <mail@info.adobesystems.	Important Notice: Adobe TLP, CLP license	Ellen Bell +	15-Apr-2014 11:59	EBELL	Adobe

Contains Fuzzy - Use the fuzzy operator to expand searches to include words that are spelled similarly to the specified term. This type of expansion is helpful for finding more accurate results when there are frequent misspellings in your document set or if you're not sure how something is spelled.

When you create a search under the Core tab, you can narrow down the search with the Date Range Filter.

Subject: GroupWise – Last 6 months - (last email in Retain is dated 22 – August)

Core

Search terms

Subject (Contains (exact)) GroupWise

Basic Search

Scope Sort Tags Misc.

Search Reset

0 selected Clear selected

Forward PDF Export Print Last 6 months 12 < Previous Next >

Type	From	Subject	Recipients	Date	Mailbox	Folder
<input type="checkbox"/>	Steve Larson	Re: GroupWise Mailbox Size Limits	!County Employees - City/Count	22-Aug-2014 08:33	EBELL	Retain
<input type="checkbox"/>	IT&S Training Facility	Fwd: CNE/GroupWise (Training Facility Sc	Ellen Bell	22-Aug-2014 15:09	EBELL	Appointments
<input type="checkbox"/>	IT Training Calendar	CNE/GroupWise	(personal)	22-Aug-2014 15:09	EBELL	Fwd: CNE/GroupWise (Training Facility Schedule)
<input type="checkbox"/>	Ellen Bell	Re: Fwd: GroupWise Mailbox Size Limits	Paul Stahl	22-Aug-2014 15:59	EBELL	Retain
<input type="checkbox"/>	Art Pembroke	GroupWise Mailbox Size Limits	!County Employees - City/Count	22-Aug-2014 08:27	EBELL	Retain
<input type="checkbox"/>	IT&S Training Facility	Fwd: CNE/GroupWise (Training Facility Sc	Ellen Bell	05-Aug-2014 15:33	EBELL	Appointments
<input type="checkbox"/>	IT Training Calendar	CNE/GroupWise	(personal)	05-Aug-2014 15:33	EBELL	Fwd: CNE/GroupWise (Training Facility Schedule)
<input type="checkbox"/>	IT&S Training Facility	Fwd: CNE/GroupWise (Training Facility Sc	Ellen Bell	04-Aug-2014 15:19	EBELL	Appointments
<input type="checkbox"/>	IT Training Calendar	CNE/GroupWise	(personal)	04-Aug-2014 15:19	EBELL	Fwd: CNE/GroupWise (Training Facility Schedule)
<input type="checkbox"/>	Ellen Bell	Call if you want to work on GroupWise so	Helen Sautter	24-Jul-2014 14:16	EBELL	Sent Items

This gave me a lot of returns – perhaps I can narrow it down.

Subject: GroupWise – Last 30 days

Core

Search terms

Subject (Contains (exact)) GroupWise

Basic Search

Scope Sort Tags Misc.

Search Reset

Forward PDF Export Print Last 30 days 12 < Previous Next >

No items found. Consider rechecking your query and date filters.

Subject: GroupWise – Custom: August 1 through August 30 - 3 Appointments and 6 Emails

0 selected Clear selected

Once you select a search under the Core tab, you can narrow down using the Scope Tab – since we only Retain Mail items, some of the choices in Item Type section will not yield any results. Choosing Received or Sent in the Item Source may narrow down the results depending on the search terms in the Core tab.

Scope – Item Type: Appointment

The screenshot displays a search interface with a left sidebar and a main results area. The sidebar has a 'Core' tab and a 'Scope' tab. Under 'Scope', the 'Item Type' section is expanded, showing a list of item types: Mail, Appointment (checked), Note, MMS, BB PIN, Phone Message, Task, SMS, Phone Call, and BBM. The 'Item Source' section is also expanded, showing 'Received', 'Sent', 'Posted', and 'Draft'. The 'Attachment Size' is set to 'Any'. At the bottom of the sidebar are buttons for 'Sort', 'Tags', 'Misc.', 'Search', and 'Reset'.

The main results area shows a table with the following columns: Type, From, Subject, Recipients, Date, Mailbox, and Folder. There are 3 rows of results, all of which are 'Appointment' type items from 'IT Training Calendar' with the subject 'CNE/GroupWise'.

Type	From	Subject	Recipients	Date	Mailbox	Folder
Appointment	IT Training Calendar	CNE/GroupWise	(personal)	22-Aug-2014 15:09	EBELL	Fwd: CNE/GroupWise (Training Facility Schedule)
Appointment	IT Training Calendar	CNE/GroupWise	(personal)	05-Aug-2014 15:33	EBELL	Fwd: CNE/GroupWise (Training Facility Schedule)
Appointment	IT Training Calendar	CNE/GroupWise	(personal)	04-Aug-2014 15:19	EBELL	Fwd: CNE/GroupWise (Training Facility Schedule)

Original Search – Subject Contains (exact) GroupWise + Appointment checked in Scope Tab = 3 Appointments

Scope – Item Type: Mail and Item Source: Received

Item Type

(Leave unselected to search all types)

☒ Mail

☐ Phone Message

☐ Appointment

☐ Task

☐ Note

☐ SMS

☐ MMS

☐ Phone Call

☐ BB PIN

☐ BBM

Item Source

(Leave unselected to search all sources)

☒ Received

☐ Posted

☐ Sent

☐ Draft

Attachment Size

Any

Sort

Tags

Misc.

Search

Reset

Forward

Export

Print

Custom

< Previous

Next >

Original Search – Subject Contains (exact) GroupWise + Mail checked in Scope Tab Item Type + Received checked in Item Source = 5 Emails
Note: 1 Email was Sent so it is not listed here.

Sort: Sort Results - First by Sender

The screenshot shows an email management interface. On the left, there is a sidebar with tabs: Core, Scope, Sort, Tags, and Misc. The 'Sort' tab is active, and the 'Sort Results' section is highlighted with a red box. It shows 'First By: Sender' and 'Then By: (none)'. Below the sidebar are 'Search' and 'Reset' buttons. The main area displays a list of emails with columns: Type, From, Subject, Recipients, Date, Mailbox, and Folder. The first email from 'Art Pembroke' has a red tag icon next to its 'Type' icon. The list contains 5 emails in total.

Type	From	Subject	Recipients	Date	Mailbox	Folder
	Art Pembroke	GroupWise Mailbox Size Limits	!County Employees - City/Count	22-Aug-2014 08:27	EBELL	Retain
	IT&S Training Facility	Fwd: CNE/GroupWise (Training Facility Sc	Ellen Bell	22-Aug-2014 15:09	EBELL	Appointments
	IT&S Training Facility	Fwd: CNE/GroupWise (Training Facility Sc	Ellen Bell	04-Aug-2014 15:19	EBELL	Appointments
	IT&S Training Facility	Fwd: CNE/GroupWise (Training Facility Sc	Ellen Bell	05-Aug-2014 15:33	EBELL	Appointments
	Steve Larson	Re: GroupWise Mailbox Size Limits	!County Employees - City/Count	22-Aug-2014 08:33	EBELL	Retain

Original Search – Subject Contains (exact) GroupWise + Mail checked in Scope Tab Item Type + Received checked in Item Source = 5 Emails + Sort First By: Sender
(Note: 1 Email was Sent so it is not listed here.)

Notice: the red symbol on one of these emails. This is a tag that I added.

I do not recommend using Tags at this time – tagged items did not appear in the Browse – I will check it tomorrow to see if it cleared them.

Demo Exported Items

Create Tags on Tag Definitions Tab

BrowseSearchExported ItemsTag DefinitionsOptions

Tag Definitions

Save Changes

Name

Comment

Add new Tag Definition

Name:Retain

Comment:

Tag Scope:Personal

Save Changes

Cancel

← Type Name of Tag

← Click Save Changes

Retain is now listed as a Tag:

Tag Definitions

Name

Comment

Retain

Add new Tag Definition

Name:new tag definition

Comment:

Tag Scope:Personal

Save Changes

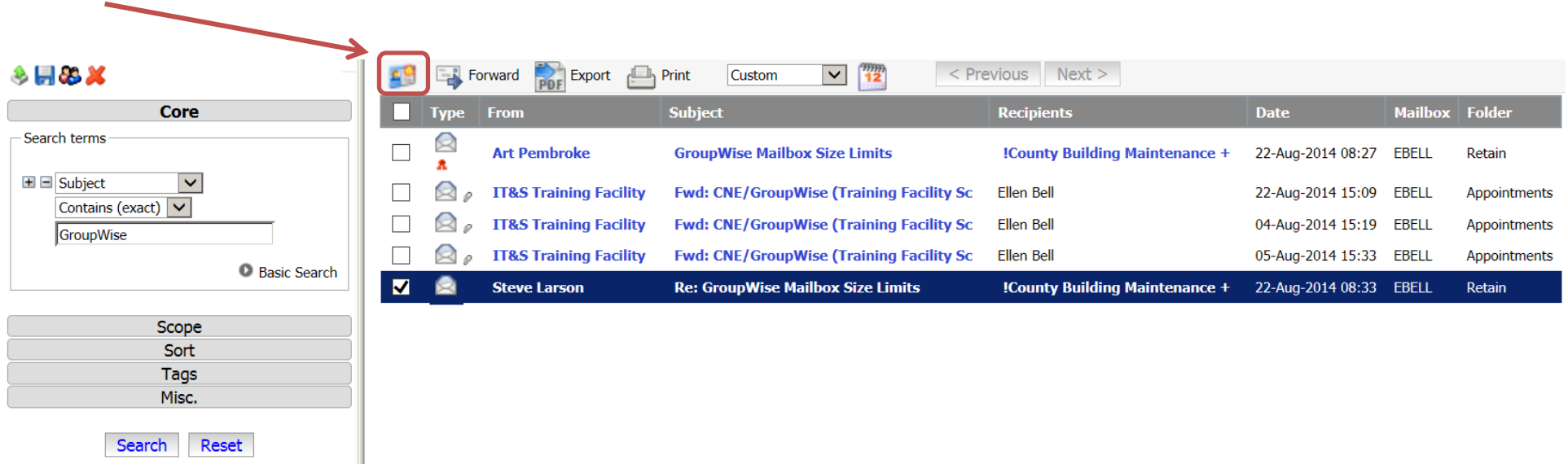
Cancel

↓

Hit Search Button to continue previous search

To apply the tag: Click a checkbox in front of that email or click at top next to Type to select all

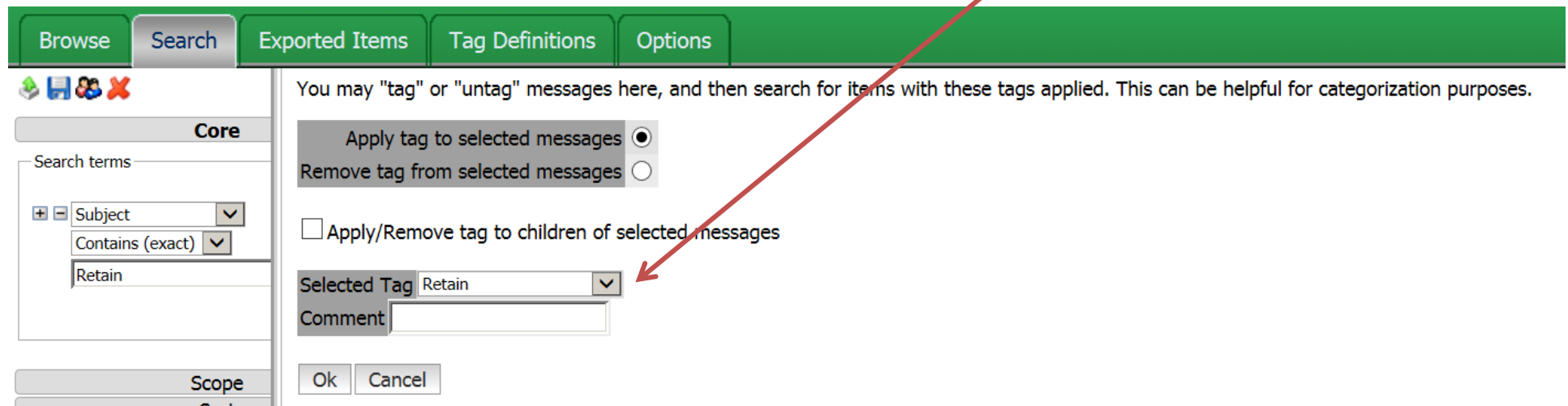
New Tag Icon now shows on the toolbar – click on icon to add tag to checked items



The screenshot shows an email client interface. On the left is a search sidebar with a 'Core' section containing search terms, filters (Subject, Contains (exact)), and a search box with 'GroupWise' entered. Below the search box are buttons for 'Scope', 'Sort', 'Tags', and 'Misc.', and 'Search' and 'Reset' buttons. On the right is a table of search results. The toolbar above the table includes icons for 'Forward', 'Export', 'Print', and a 'Custom' dropdown. A red arrow points to a tag icon in the toolbar. The table has columns: Type, From, Subject, Recipients, Date, Mailbox, and Folder. The first row is selected, showing 'Art Pembroke' as the sender and 'GroupWise Mailbox Size Limits' as the subject.

Type	From	Subject	Recipients	Date	Mailbox	Folder
<input checked="" type="checkbox"/>	Art Pembroke	GroupWise Mailbox Size Limits	!County Building Maintenance +	22-Aug-2014 08:27	EBELL	Retain
<input type="checkbox"/>	IT&S Training Facility	Fwd: CNE/GroupWise (Training Facility Sc	Ellen Bell	22-Aug-2014 15:09	EBELL	Appointments
<input type="checkbox"/>	IT&S Training Facility	Fwd: CNE/GroupWise (Training Facility Sc	Ellen Bell	04-Aug-2014 15:19	EBELL	Appointments
<input type="checkbox"/>	IT&S Training Facility	Fwd: CNE/GroupWise (Training Facility Sc	Ellen Bell	05-Aug-2014 15:33	EBELL	Appointments



Apply Tag to any messages that are not yet tagged. Select the correct tag from the Selected Tag dropdown list.



The screenshot shows the 'Tag Definitions' dialog box. It has a green header bar with tabs for 'Browse', 'Search', 'Exported Items', 'Tag Definitions', and 'Options'. The 'Tag Definitions' tab is active. The dialog contains a text area with the instruction: 'You may "tag" or "untag" messages here, and then search for items with these tags applied. This can be helpful for categorization purposes.' Below this are two radio buttons: 'Apply tag to selected messages' (selected) and 'Remove tag from selected messages'. There is also a checkbox for 'Apply/Remove tag to children of selected messages'. A 'Selected Tag' dropdown menu is set to 'Retain', and a 'Comment' text box is below it. 'Ok' and 'Cancel' buttons are at the bottom. A red arrow points to the 'Selected Tag' dropdown menu.



















When you Browse the Retain tab, you will be able to see that an email is tagged by the little red symbol:

The screenshot shows the 'Browse' tab selected in a green header bar. On the left, a sidebar shows 'Ellen Bell Home' with sub-items 'Mailbox', 'Sent Items', and 'Cabinet'. Below this, it says '0 selected' and 'Clear selected'. The main area displays a list of emails with columns: Type, From, Subject, Recipients, and Date. The first email is from Laura Hendley with subject 'retain'. A red box highlights the envelope icon and a small red person icon next to the name.

Type	From	Subject	Recipients	Date
 	Laura Hendley	retain	Ellen Bell	22-Jul-2014 14:52
	HelpDesk <helpdesk@co.lewis-clark.mt.us>	{TID:13695} Ticket # 13695 - New Employee	Chris Sinrud +	22-Jul-2014 09:42
	Kim Sell	Re: Watermark Removal	Ellen Bell	22-Jul-2014 09:13
	Kim Sell	Watermark Removal	Ellen Bell	22-Jul-2014 09:02

Sort: Sort Results - First by Sender and Tags Retain:

The screenshot shows the 'Sort' and 'Tags' section. On the left, there are buttons for 'Core', 'Scope', 'Sort', and 'Tags'. Below these, a text box explains that you can narrow your search by tags. A 'Tags' dropdown menu is open, showing 'Retain' selected. Below the dropdown, there is a box with 'Tag Scope: Personal', 'Name: Retain', 'Comment:', 'Created: 29-Aug-2014 11:00:34', and 'Tag Scope:'. At the bottom, there are 'Search' and 'Reset' buttons. The main area displays a list of emails with columns: Type, From, Subject, Recipients, Date, Mailbox, and Folder. The first email is from Art Pembroke with subject 'GroupWise Mailbox Size Limits'. A red box highlights the envelope icon and a small red person icon next to the name.

Type	From	Subject	Recipients	Date	Mailbox	Folder
 	Art Pembroke	GroupWise Mailbox Size Limits	!All City of Helena Employees	22-Aug-2014 08:27	EBELL	Retain
 	Ardis Sullivan	Re: Searching Your Retain Mailbox Class	Ellen Bell	25-Aug-2014 09:27	EBELL	Search Class
 	Brie Oliver	Re: Searching Your Retain Mailbox Class	Ellen Bell	25-Aug-2014 09:37	EBELL	Search Class
 	Christal Ness	Re: Searching Your Retain Mailbox Class	Ellen Bell	26-Aug-2014 13:36	EBELL	Search Class
 	Clint Pullman	Re: Searching Your Retain Mailbox Class	Ellen Bell	28-Aug-2014 13:37	EBELL	Search Class
 	Ellen Bell	Searching Your Retain Mailbox Class	!All City of Helena Employees	25-Aug-2014 08:55	EBELL	Search Class
 	Ellen Bell	ITS Classes for New Employees	Nicole Nisbet +	29-Aug-2014 15:02	EBELL	Sent Items
 	Elaine Myles	Re: Searching Your Retain Mailbox Class	Glenn Jorgenson +	26-Aug-2014 16:36	EBELL	Search Class
 	Glenn Jorgenson	Re: Searching Your Retain Mailbox Class	Ellen Bell	28-Aug-2014 08:14	EBELL	Search Class

This search had nothing in Core or Scope – just Sort and Tags for Retain – hold cursor over red symbol to see what the tag is (can have more than one)



- Core
- Scope
- Sort
- Tags**

You may narrow your search to include only messages that have been tagged by someone with one of the tags listed below. Tag definitions may be created in User Options.

Tags

Sinrud

Tag Scope: Personal

Name: Sinrud

Comment:

Created: 05-Sep-2014 07:21:29

Tag Scope:

Misc.

Search

Reset

Forward

Export

Print

Last 6 months

12

< Previous

Next >

<input type="checkbox"/>	Type	From	Subject	Recipients	Date	Mailbox	Folder
<input type="checkbox"/>	 	Chris Sinrud	Retain link	Ellen Bell +	10-Apr-2014 08:22	EBELL	Mailbox
<input type="checkbox"/>	 	Chris Sinrud	Re: Streets Dept Questions on Retain	Ellen Bell	07-Apr-2014 07:36	EBELL	Mailbox

Misc. Tab – is designed for Appointments and Tasks – which we are not generally archiving.

I receive notification when an appointment is posted or sent to the IT Training Calendar, so these are in my mailbox and do get archived if not deleted within the 5 day grace period.

Browse

Search

Exported Items

Tag Definitions

Options

Scope

Item Type

(Leave unselected to search all types)

☐ Mail

☐ Phone Message

☒ Appointment

☐ Task

☐ Note

☐ SMS

☐ MMS

☐ Phone Call

☐ BB PIN

☐ BBM

Item Source

(Leave unselected to search all sources)

☐ Received

☐ Posted

☐ Sent

☐ Draft

Attachment Size

Any

Sort

Tags

Misc.

Search

Reset

Forward

Export

Print

Last 6 months

< Previous

Next >

	Type	From	Subject	Recipients	Date	Mailbox	Folder
<input type="checkbox"/>		IT Training Calendar	CNE/GroupWise	(personal)	22-Aug-2014 15:09	EBELL	Fwd: CNE/GroupWise (Training Facility Schedule)
<input type="checkbox"/>		IT Training Calendar	CNE/GroupWise	(personal)	05-Aug-2014 15:33	EBELL	Fwd: CNE/GroupWise (Training Facility Schedule)
<input type="checkbox"/>		IT Training Calendar	CNE/GroupWise	(personal)	04-Aug-2014 15:19	EBELL	Fwd: CNE/GroupWise (Training Facility Schedule)
<input type="checkbox"/>		IT Training Calendar	CNE/GroupWise	(personal)	17-Jun-2014 09:24	EBELL	Fwd: CNE/GroupWise (Training Facility Schedule)
<input type="checkbox"/>		IT Training Calendar	CNE/GroupWise	(personal)	27-May-2014 15:54	EBELL	Fwd: CNE/GroupWise (Training Facility Schedule)
<input type="checkbox"/>		IT Training Calendar	CNE/GroupWise	(personal)	09-May-2014 15:43	EBELL	Fwd: CNE/GroupWise (Training Facility Schedule)
<input type="checkbox"/>		IT Training Calendar	CNE/GroupWise	(personal)	07-May-2014 17:04	EBELL	Fwd: CNE/GroupWise (Training Facility Schedule)
<input type="checkbox"/>		IT Training Calendar	CNE/GroupWise	(personal)	22-Apr-2014 11:28	EBELL	Fwd: CNE/GroupWise (Training Facility Schedule)
<input type="checkbox"/>		IT Training Calendar	CNE/GroupWise	(personal)	10-Apr-2014 16:07	EBELL	Fwd: CNE/GroupWise (Training Facility Schedule)
<input type="checkbox"/>		IT Training Calendar	CNE/GroupWise	(personal)	18-Mar-2014 09:00	EBELL	Fwd: CNE/GroupWise (Training Facility Schedule)
<input type="checkbox"/>		IT Training Calendar	CNE/GroupWise	(personal)	12-Mar-2014 16:23	EBELL	Fwd: CNE/GroupWise (Training Facility Schedule)
<input type="checkbox"/>		IT Training Calendar	Excel/GroupWise	(personal)	10-Mar-2014 16:19	EBELL	Fwd: Excel/GroupWise (Training Facility Schedule)

Original Search – Subject Contains (exact) GroupWise + Appointment checked in Scope Tab = 12 Appointments

Core

Scope

Sort

Tags

Misc.

(Appointment, Task)

Start Date

Custom range

Range

End/Complete Date

(any date)

Range

Status

Opened is

Doesn't matter

Read is

Doesn't matter

Private is

Doesn't matter

Search

Reset

0 selected

Clear selected

Forward

Export

Print

Last 6 months

< Previous

Next >

	Type	From	Subject	Recipients	Date	Mailbox	Folder
<input type="checkbox"/>		IT Training Calendar	CNE/GroupWise	(personal)	22-Aug-2014 15:09	EBELL	Fwd: CNE/GroupWise (Training Facility Schedule)
<input type="checkbox"/>		IT Training Calendar	CNE/GroupWise	(personal)	04-Aug-2014 15:19	EBELL	Fwd: CNE/GroupWise (Training Facility Schedule)

Set Date

Date Range

Start:

2014

Aug

29

End:

2014

Sep

29

Ok

Start Date = Beginning Date for Appointment and End/Complete Date = End Date for Appointment

1st appointment was created on August 22, 2014 and will begin and end on September 8, 2014

2nd appointment was created on August 4, 2014 and will begin and end on September 4, 2014

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